Employment Development Department
State of California

SDI Online Tutorial:
Employer SDI Online Access

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SDI Online Tutorial:
Employer Registration

SDI Online for Employers

- Employer representatives can complete and submit claim information on behalf of the registered employer once the representative is added to the account.

- Employers may have an unlimited number of employer representative accounts, each using a unique login.

Employers May Use an SDI Online account to:

- File the Notice to Employer of Disability Insurance Claim Filed (DE 2503).

- File the Disability Insurance Eligibility – Workers' Compensation (DE 2578A).

- File the Employer's Statement of Job Duties (DE 2546PE).

- Update contact information.

Employer Forms

- When an employee submits their portion of the Claim for Disability Insurance Benefits (DE 2501), a hardcopy of the DE 2503 is mailed to the employer.

- Employers who request e-mail as their preferred method of communication will also receive an electronic message to log in to their SDI Online account to view and complete the DE 2503 if their employee has accurately selected their employer when completing their portion of the claim.

Requirements to Create an Employer Account

Employer must be registered and have filed quarterly payroll taxes with the Employment Development Department (EDD).

Employer must provide:

- EDD Employer Account Number.

- ZIP Code as reported to the EDD when the company registered as an employer.

- Total subject wages from the most recent Quarterly Contribution Return and Report of Wages (DE 9C).

To establish an account, the employer's entries in SDI Online must match EDD's payroll tax records.

SDI Online Tutorial:
Create an Employer Account

To create a State Disability Insurance (SDI) Online account, visit www.edd.ca.gov/disability.

On the State Disability Insurance Overview page, select any **SDI Online** link.

You will be directed to the **State Disability Insurance (SDI) Online** page.

On the State Disability Insurance (SDI) Online Overview page select the **SDI Online Registration** link.

You will be directed to the **SDI Registration Instructions** page.

SDI Registration Instructions

Important: You are required to have a valid e-mail address to register in SDI Online.

Welcome to State of California Employment Development Department's (EDD) State Disability Insurance (SDI) Online Registration process.

The Disability Insurance (DI) Branch of EDD provides four registration choices. Select the registration option for the type of account that you need to access the system.

CLAIMANTS
Select this option to file a DI or Paid Family Leave (PFL) claim, access your personal claim information, and view payment history. You will need to provide your Social Security Number and California Driver License or State ID Number to complete the registration. The registration system is available Monday through Friday, between 7 a.m. and 7 p.m.

Continue to Claimant Registration

PHYSICIAN/PRACTITIONERS
Select this option if you are a Physician or Practitioner who certifies DI or PFL claims for your patients. The SDI Online allows authorized Physicians and Practitioners and their designated representatives to view their patient's initial claim for benefits, submit DI and PFL claim certifications, and view their claim certification history. You will need to provide your medical license information as filed with the California Department of Consumer Affairs in order to complete registration. Physicians and Practitioners will need to first register for an account before they can designate representatives for their account.

Continue to Physician/Practitioner Registration

If a Physician or Practitioner has designated you as a representative in the system, you will need to provide registration information as entered by the Physician or Practitioner.

Continue to Physician/Practitioner Representative Registration

EMPLOYERS
Select this option if you represent an Employer. The SDI Online allows Employers to access and submit electronic Notice of Claim forms. You will need to provide your Employer Account Number, the ZIP code of the Employer's address on file with EDD Tax Branch, and information from your most recent Wage Report to complete registration.

Continue to Employer Registration

On the **SDI Registration Instructions** page, select **Continue to Employer Registration**.

Each subsequent page will indicate which fields are required to be completed with a red asterisk.

On the **Security Check** page, type the text displayed and then select **Next**.

Security Check

*Indicates Required Field

Security Check

sinned VILazneem

↻ Try Another
🔊 Vision Impaired
❓ Help

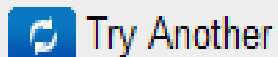*Please type both words separated by a space below:

You do not have permission to access this Web site if you are using an automated program.

This Security Check allows us to:

Ensure Restricted Access to Registration
Automated programs known as "Bots" cannot read distorted text as well as humans. The Security Check helps prevent automated programs from blocking other users from registering for accounts with the EDD.

Provide an Audio Option for Visually Impaired Customers
An audio option allows visually impaired customers to hear a set of eight (8) digits that can be entered instead of the word challenge.

Next

↻ Try Another   Select **Try Another** to change the text shown.
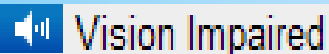
🔊 Vision Impaired   Select **Vision Impaired** to listen to the words.

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Employer: Terms and Conditions

Terms and Conditions

Please read through the entire Terms and Conditions before proceeding. The information you provide may be used to verify your identity with federal and/or state agencies. If "I Do Not Agree" is selected, you will not be able to establish an online account.

These Terms and Conditions, which include the Conditions of Use and Privacy Statements, govern the use of and access to: (i) this website (www.edd.ca.gov/); and (ii) the information on or provided through this website.

If you establish an online account you are responsible for maintaining the confidentiality of your username and password, and you are responsible for all activities which you authorize under your username and password. You agree to: (i) immediately notify the Employment Development Department (EDD) of any unauthorized use of your username and password or any other breach of security; and (ii) log out from your account at the end of each session.

By registering for an online account, you agree to check your account regularly and frequently for messages from the EDD. Please note that e-mails will only be used to send notifications to log in to your account or when you request to reset your username or password. No confidential claim information will be sent via e-mail.

The information submitted by any party will be used by the Employment Development Department to carry out its responsibilities under the California Unemployment Insurance Code, which may include the sharing of the information with other entities as required by law.

These Terms and Conditions may change from time to time and it is your responsibility to check for updates. The last revision date for these Terms and Conditions is February 1, 2012.

I have read and understand all the above information and wish to continue with establishing an account in the State Disability Insurance (SDI) Online.

| I Do Not Agree | I Agree |

Read the Terms and Conditions and select **I Agree**.

Selecting **I Disagree** prevents an account from being established.

Complete the Personal Information section and select **Next**. Mandatory fields are marked with a red asterisk.

Tips: Employer Account Number should not contain any spaces or dashes.

Total Subject Wages from the most recent Wage Report can be found on the Quarterly Contribution Return and Report of Wages (DE 9C). This should be a number with two digits after the decimal—no commas or dollar signs.

Create a Username and Password. Select the security questions and provide an answer for each question.

Select a Personal Image and create a caption for the image. Then select **Next**.

Be sure to make note of your Username, Password, Security Questions, and Personal Image to ensure easy access when using SDI Online.

Employer: Personal Profile Information

*Indicates Required Field

Mailing Address

All written correspondences from EDD regarding this account will be sent to this address.

Employer Name: EPICENTER CAR AUDIO & SEC

○ U.S. ○ International

*Address Line 1: [_____]

Address Line 2: [_____]

*City: [_____]

*State: [CA ▾]

*Zip Code: [_____] [_____]

Phone Number

Employer Phone Number: [_____] Ext: [_____] ☐ Check here if the phone number is international

Communication Preferences

Please indicate below how you prefer to be notified. If email is preferred, we will send you an email whenever a new item that needs to be reviewed and completed is posted in your message center located on your home page

*Preferred Communication: ● I prefer to be notified by e-mail

○ I prefer to be notified by paper mail

○ I do not want to receive notifications. I will be reviewing the items in my message center regularly

[Next]   [Cancel]

Enter the Mailing Address and Phone Number.

Select your preferred method of communication, then select **Next**.

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Address Validation

The address you have provided has been updated to meet USPS standards. Please verify the address is correct.

Entered Address

123 Main St.
Citrus Heights CA 95610

Updated Address

123 Main St.
Citrus Heights CA 95610 - 0653

Would you like to proceed with the standardized address? Select 'Yes' to proceed or 'No' to return to correct the address.

Yes No

The SDI Online system may standardize the address you entered.

Confirm the Updated Address is correct by selecting **Yes**.

Select **No** to return to the previous page and re-enter your address.

Account Setup Confirmation

Successful Account Creation Notification

Your account has been created and a notification has been sent to you via e-mail and paper mail. If you do not see the e-mail in your inbox, please check your junk/spam folder. To avoid this in the future, please add noreply@edd.ca.gov to your address book.

Login

A letter will be mailed to the Employer's address to confirm this account has been created.

Select **Login** to access your newly created account.

SDI Online Tutorial:
Access Employer Accounts

To access your account, visit www.edd.ca.gov/disability.

Under **Existing Users**, select **SDI Online Login**.

You will be directed to the **SDI Online Login** page where you will log in using the Username and Password. You previously set up.

Each subsequent page will indicate which fields are mandatory with a red asterisk.

On the **SDI Online Login** page, enter your Username and select **Submit**.

Contact SDI

Online
By Location
By Phone
    Telephone Numbers
    Automated Info System

Additional Authentication

*Indicates Required Field

Security Questions

To continue, please correctly answer your security questions.

Question 1: Where did you celebrate your 21st birthday?	*Answer to Question 1:

Next   Cancel

If you do not recall your previous responses, please contact EDD at (800) 480-3287. The EDD staff is available from 8 a.m. to 5 p.m. (PT), Monday through Friday, except on state holidays.

In some instances, you may be asked to respond to the security questions that were established when the account was created.

Type the answer to the security questions and select **Next**.

Confirm the Personal Image and enter your Password, then select **Log In**.

Note: The Personal Image helps identify that you have entered the correct Username on the previous page.

On the **Home** page, you may complete forms by:

- Selecting **Inbox** under the Message Center, or

- Using the drop down menu bar, search by **Claim ID** or **Receipt Number** and enter the **Claimant Last Name**. This information is printed on the DE 2503 forms.

MAIN MENU
Home
Inbox
Saved Drafts
Manage My Profile

Home

*Indicates Required Field

Message Center

Inbox [New: 148, Total: 151]
Saved Drafts [Total: 0]

Search

To submit a form, search by Claim ID. To obtain information regarding forms previously submitted, search by the Receipt Number

*Search By: Claim ID
*Employee Last Name:

Search   Reset

Search Results

Update profile information by selecting **Manage My Profile** from the **Main Menu**.

Visit www.edd.ca.gov/disability for more information about State Disability Insurance.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-800-480-3287 (voice), or TTY 1-800-563-2441.